

SMG Engineering Automotive Company
Human Resources Policy and Procedures



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TRAINING POLICY AND PROCEDURES

1. Introduction

SMG Automotive Engineering Company is committed to developing a strong learning culture, in which employees are able to achieve their full potential, and which will increase job satisfaction and support career development. As such, SMG is also committed to providing excellent training and development opportunities for its employees, which meet the operational and strategic objectives of the organization, as well as individuals' own learning aspirations and needs.

SMG is committed to ensuring that all members of team are provided with the training needed to perform their jobs efficiently at all times. As such, SMG will maintain and keep under review a list of trainings that are mandatory for some or all team members, and ensure that appropriate training is available at the required intervals.

1.1. Purpose

This policy sets out the measures that SMG has in place to support its objectives related to employees training and development, and the responsibilities that employees at all levels have to ensure developing a strong learning culture and continuous development.

1.2. Importance of training

- Increases productivity
- Increases employees' knowledge
- Decreases turnover
- Develops skills of candidates to perform different tasks
- Enhances competencies
- Improves customer satisfaction

1.3. Training Vision

Our vision is to provide first class training solution that will assist individuals at the organization to dramatically improve their performance and achieve their assigned objectives.

1.4. Training Mission

Our mission is to design, develop, implement and provide high-quality standard, initiative, and innovative solutions to enable our employees to face the challenges of an ever-changing businesses environment.

1.5. Training Values

Equality: Our work culture provides equal opportunities for all employees by ensuring that everybody participates in the company's growth regardless of religion, gender, age, language and social origin.

Qualifying: Through tried and tested learning modules we strive to train and equip individuals with the necessary tools and techniques that promote maximum efficiency within the work place.

Excellence: SMG believes in making a collaborative effort and we have a sincere desire to consistently anticipate and meet our employees' expectations. Achieving this requires attention to detail, quality, timeliness and commitment in every aspect of managing our employees' experience.

Culture enhancement: We believe culture is an important factor in building a successful workplace, shedding light on the significance of everyday interpersonal relationships at work. Focusing on culture at work provides an opportunity to develop ways in which positive interpersonal behavior contributes to individual and organizational achievements and success.

Integrity: We strongly believe that adhering to moral and intrinsic values is a fundamental aspect in building trustworthy relationships.

Teamwork: We foster teamwork to create a work culture that values collaboration. In addition, we believe that diverse strengths, skills and abilities are contributing to the growth and success of the company; thus, we encourage collaborative team spirit to promote efficiency.

Efficiency: Learning & Development Department aims to optimize tools and resources to effortlessly impart the highest quality and timely delivery of services, and consequently achieve the desired goals.

Continuous Learning: We provide continuous participation in an ongoing process of acquiring skills and knowledge which guarantees best practice and up-to-date learning environment.

2. General conditions of service for trainees

2.1. Eligibility:

Employees eligible to obtain training are:

- Already employed by SMG.
- Pass 3 months' probation.

2.2. Training Requisition:

Employees who are interested to obtain a specific training program shall request the training after discussing with their department/division head and obtaining their approval.

The requested training must be strongly related to the duties and responsibilities of the employee and must cover either a current or an expected skill, knowledge and ability. Any requested training that does not meet these conditions will not be considered.

2.3. During the training:

All trainees are expected to devote themselves and their full attention to the course or individual study program to which they are attached and to delegate their tasks and duties to a colleague.

Any comment on any aspect related to the training program shall be directed immediately to the Learning & Development Department, which will take the corrective action.

2.4. Correspondence and communication:

The Learning & Development Department is responsible for all internal and external correspondence related to trainees and/or the external service providers.

2.5. Enrollment cancellation:

Request for cancellation Enrollment of Nominees are allowed only at **least 3 working Days** prior to training start date, if the request was sent less than **least 3 working Days** before training start date, trainee is obliged to attend or considered as absent without permission.

2.6. Absenteeism:

Trainees are not allowed any absent day/s during the training program, in case of trainee's absence he/she will be **considered absent without permission** and this will be communicated with HR concerned person to affect the salary calculation.

- In Case of absence with a legitimate excuse trainees/department head must send an email with the case to disregard penalties, which is subject to approval of HR Director.

2.7. Trainee commitment (for paid trainings "MBA, Diploma, Certificate, trainings abroad"):

In case the trainee failed in the exam, he/she will be charged the paid cost and will be communicated with HR concerned person to affect the salary calculation.

- Employee is obliged to pay 100% of total course fees to the company in case he/she failure to continue work with the company for specific period as follows:

Course	Period
MBA	5 years
Diploma	2 years
Abroad trainings	2 years
Certificate	1 years

2.8. Code of Behavior (Provisions of Code of Behavior)

It is expected that all trainees will behave in a proper and professional manner. Such behavior will include but not limited to:

- Adherence of trainees to this Training Policy and Procedures.
- Adherence to the deadlines determined by the Learning & Development Department.
- Attend and effectively participate in all designated lectures, practices, field visits etc., unless convincing reasons are given, in advance, to the course facilitator.
- Adherence to all other SMG rules and regulations (i.e. Training Room Rules).
- Respecting training responsible employee, trainers and fellow trainees, being neither disorderly violent or disobedient.

2.9. Training Budget

- By the end of the annual performance review the Training Department will collect all the training needs and discussed it with the concerned department/division head.
- The Training Department prepares an initial budgeted plan for validation by HR director, VP and Chairman to ensure that all trainings are aligned with the company objectives.
- For ad hoc or unplanned trainings must have a special approval after explaining the reason why it is essential.

2.10. Training evaluation

Each trainee is expected to use the designated form to evaluate the attended training program.

2.11. Training implementation

Each trainee must start to implement the learnt concepts directly after training finishes. When requested, assistance is provided by Learning & Development Department to form an action plan for the implementation.

2.12. Measuring Training Return on Investment

Each trainee will be assessed 1-6 months after the training, trainee is asked to provide a complete report indicating the impact of training implementation on his/her work. Each trainee must submit the required report no more than 1 week after contacted by Learning & Development Department.

3. Work flow and Procedures

3.1. Training needs Identification

- Training needs can be identified by either one of the following methods:
 - Each employee can specify their training needs. After consulting the direct manager,
 - Manager can identify a training need after analyzing his department situation and identify weak points which require training interference.
 - Performance appraisal results addressing a shortage of specific skills.
 - Career path planning
- Manager has to ensure that each training need is strongly related to either current or future "duties and responsibilities" of the employee.
- Learning & Development Department can assist managers in the training needs identification process through meetings, surveys or focus groups.

Mina Berry

3.2. Training needs Flow

Training needs have to be passed to Learning & Development Department. Any incoming training using a different way will not be considered.

3.3. Ensuring the validity of training program

Learning & Development Department ensures that the training program request meets all rules and regulations mentioned in this policy.

3.4. Learning & Development Planning

Learning & Development Department prepares a training plan indicating each training program tentative Dates and Duration, its provider, venue, cost and nominees attached to it.

For each training program, Learning & Development Department will select the methodology used for delivering the training program.

Training programs will be classified into the following categories:

- Internal training programs (Onsite Training): are those trainings held in SMG premises and they are planned on a yearly basis. (Delivered by staff members from Learning & Development team members)
- External training: are those trainings held outside SMG premises which are planned to address the specialized areas of training, specific to their requirements for those individuals whose training needs cannot be met by internal training.
- On the Job trainings topics: classified (please refer to OJT detailed training policy)

3.5. Training Program announcement

Using the pre-designated method, the Learning & Development Department will contact the nominee; department head and his/her direct manager (by email) to inform them by the scheduled training program. This correspondence will include all the data related to the training (i.e. training dates, training location, venue, training cost, training provider....etc.).

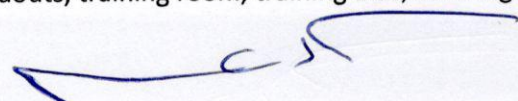
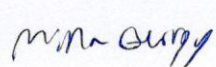
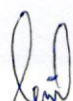
3.6. Learning & Development Department Confirms/Cancel/Postpones Training Program

Once optimum number of nominations is reached, Learning & Development Department contacts training provider to confirm the training then corresponds nominees and their managers to confirm the training program dates. If optimum number of nominations is reached and upon trainer/provider confirmation, a correspondence will be sent to all concerned parties informing them with the training program details.

3.7. Training program coordination

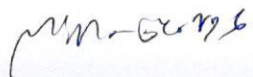
Once Learning & Development Department confirms the training program it starts arranging facilities related to the training program (material and handouts, training room, training aids, catering....etc.)

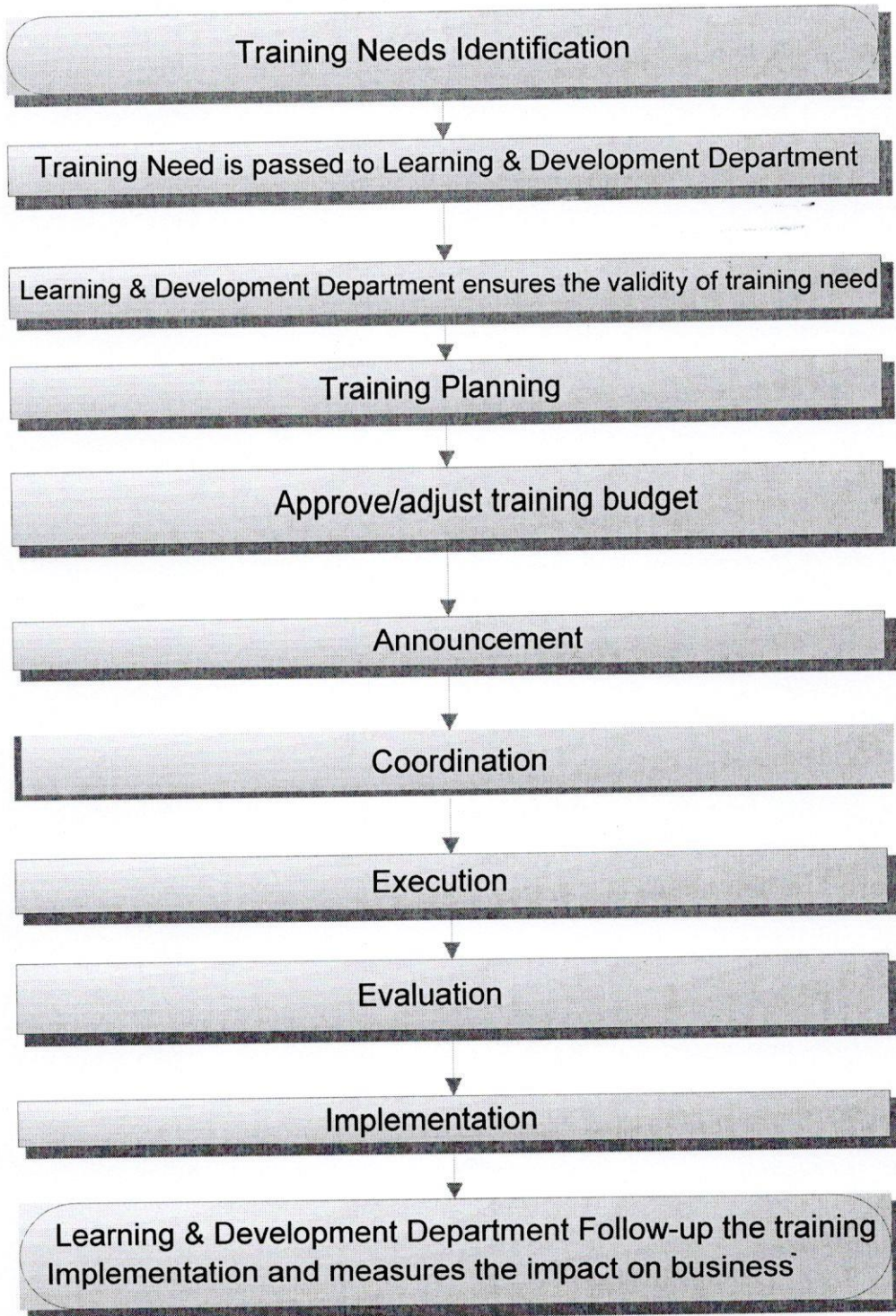
3.8. Training program execution



Learning & Development Department runs the training program under the supervision of the concerned Learning & Development Supervisor.

Learning & Development Supervisor will be responsible for handling all needs required for the effective delivery of the training program.





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Drafted by:

Mina Georgy

Learning & Development Supervisor

13 June 2018
[Signature]

Human Resource Director

Approved by:

[Signature]

VP Finance, HR and Administration